



Wyoming Retirement System

Partnering to Build Financial Security for Members and their Families

Matt Mead
Governor

Ruth Ryerson
Executive Director

Examples of How to Successfully Upload Employee Information to RAIN

Timing of when the registration, termination and service break information is uploaded by state agency HR representatives via the RAIN Employer Portal is crucial. Below are some examples you may find helpful.

- A new employee is starting in January; please upload the new employee information immediately after you are notified that the December 2014 payroll file is uploaded by WRS.
- A new employee is starting in December prior to the payroll cutoff date; please upload the new employee information before the SAO December payroll cutoff if they will have reported contributions on the December payroll file.
- An employee is going out on Workers Comp in January and will have no pay reported; please upload the **Start Service Break** immediately after you are notified that the December payroll file is uploaded by WRS or prior to the SAO January payroll cutoff.
- An employee will be on service break for several months without pay, remember you must upload a **Continue Service Break** *every month* until they return. When they return you will upload the **End Service Break**. Remember you want to end the service break prior to the next payroll upload if they will have contributions reported on that payroll.
- Remember you only enter a service break record if the employee **will not** have ANY contributions reported for that pay period.
- If you have an employee who termed in November after the payroll cutoff, and their final contribution will be reported on the December payroll file, do not upload the termination information until you are notified that the December payroll file has been uploaded by WRS.
- If you have an employee who will term in January prior to the SAO payroll cutoff and their final contribution will be paid out on the January payroll, their termination information should be uploaded after you are notified that the January payroll file has been uploaded by WRS.
- If you have an employee you failed to term in November and now you are going to terminate them in January, please change the *Pay Period Month (Column A) to 11 on the Contribution Template, this will match the month of their last working day.

NOTE: Once you have uploaded your new employees via the Employer RAIN Portal your new employee's RAIN ID is available immediately. From the Upload/Download menu choose either the Download Cross Reference that lists all your employees by social security number or choose the Download Contribution Template which lists all your employees by name. Once you have the employee RAIN ID you can enter the information into the PENS screens immediately.

If you have any questions please contact Renee Winfrey @ 777-6865.